



Highlands Housing Authority

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Date: March 18, 2020

To: Housing Authority Residents

From: Douglas G. Dzema, P.H.M.
Executive Director

Re: COVID-19 Update

The Housing Authority will continue to monitor updated guidance regarding the potential virus spread (COVID-19).

- All housing authority events scheduled through April 2020 are cancelled. This includes the March 24th and April 28th board meetings. Additionally, the community room and front lobby will remain closed to the tenants.
- No appointments will be scheduled, or walk-ins to the office, permitted until further notice. Please feel free to phone or email staff.
- All routine work orders are suspended until further notice. The Housing Authority maintenance staff has been instructed to complete emergency work orders only. Please do not contact the office or after hour's phone service for maintenance unless you are experiencing a true emergency. Examples of emergencies are blocked or overflowing sinks or tubs, gas smell, non-operating Smoke/Carbon detectors.
- Residents can continue to drop off rent and documents to the office. A drop box will be installed in the near future to simplify this process. If you experience a reduction in income please make sure to submit documentation as soon as possible so an interim recertification can be processed.
- If you are instructed to self-quarantine please notify the office immediately. This information will be kept confidential but is vital for us to protect staff and other residents.
- Please visit our website at www.highlandsha.org to obtain future updates.
- NJ Coronavirus and Poison Center Hotline 1-800-222-1222.